




STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES
P.O. BOX 119
HONOLULU, HAWAII 96810-0119

ICSD 11.0091

AUG - 3 2011

COMPTROLLER'S MEMORANDUM 2011-14

TO: All Department Heads

FROM: Bruce A. Coppa
State Comptroller 

SUBJECT: Delegation of Approval Authority for Certain Computer Hardware and Software Acquisitions

This memorandum clarifies the use of the ICSD-205 form as it relates to the purchase of equipment under Administrative Directive (A.D.) No. 77-02 or A.D. No. 87-01 relating to IT and IC services, facilities, and resources.

Hardware and software purchases which meet all the following criteria do not need approval from the DAGS Information and Communication Services Division (ICSD):

1. Does not exceed \$10,000 per unit cost.
2. Does not require nor impact the central services or resources (e.g. State's data center) of the ICSD.
3. Does not require connectivity, installation upon, or use of resources of the State's telecommunication backbone, such as the Hawaii Wide-Area Integrated Information Access Network, Next Generation Network, or statewide microwave network.
4. Are not mainframe computers, minicomputers, and related hardware and software resources.

Exemptions do not require that an ICSD-205 form be submitted to DAGS ICSD or attached to purchase requests submitted to the Governor through the Department of Budget and Finance.

Departments are reminded that all products and services must be acquired in accordance with the Budget Execution Policies and Instructions, Hawaii State Procurement laws, other Hawaii Revised Statutes, and all pertinent policies and procedures of the State Procurement Office. If you have any questions about the procurement process, please call the State Procurement Office at 587-4700.

If you have any questions, please call Debra Gagne, ICSD Administrator, at 586-1910.

c: DP Coordinators